

**Lyonshall Neighbourhood Development Plan  
Steering group meeting 16<sup>th</sup> January 2017, Wildwood, 7.00pm.  
Present: Cllr Avery (Chair), R Addis, N Rowlatt, J Howard & Clerk R Bissell.**

**1. Apologies.**

Apologies were received and accepted from J Burgoyne.

**2. Declarations of interest.**

Declarations of interest forms have been circulated to be completed for publication on the website. There were no declarations received.

**3. Minutes of meeting 13<sup>th</sup> December 2016.**

The minutes of the meeting on 13<sup>th</sup> December were previously circulated and were approved unanimously and signed.

**4. Consultant preparation.**

The group discussed questions to ask the consultants. These to be collated by the Clerk and Chair and forwarded to all in preparation for the first interview on 17<sup>th</sup> January 2017.

**5. Correspondence.**

The Clerk had previously forwarded the NDP newsletter from Herefordshire Neighbourhood planning team and highlighted that there is a new round of grant funding available which the group should consider.

The group were also advised that the neighbourhood planning team have recruited a new member Stephanie Kitto, who will now be Lyonshall's point of contact.

**6. A.O.B.**

Dates have received for meeting second consultant Claire Rawlings from Kirkwells. Clerk to circulate dates and members to agree date at next steering group meeting on 17<sup>th</sup> January.

The clerk reported costings to print the survey ranging from £30.00 to £36.00. The group agreed to have the survey printed by Orphans press requesting coloured paper.

Clerk to arrange list for envelope printing, stamp purchase and survey printing. The group to fold and prepare for distribution.

**7. To Agree date for next Steering group meeting.**

The next Lyonshall Neighbourhood Plan steering group meeting will be on **Tuesday 17<sup>th</sup> January 2017 at 7.00pm at Wildwood.**

Meeting closed 8.55pm.

Signed.....

Date.....